ITS Institute

301 North Lamar Street, Suite 508, Jackson, Mississippi

Information Technology Course Catalog

July-September 2010

This Catalog is also

Find It Online

www.its.ms.gov
the ITS Home Page

Available on the Internet

About the ITS Institute: The Mississippi Department of Information Technology Services (ITS) Education Services Division offers an ongoing educational program designed to enhance and improve the computer and communication skills of personnel within state government. The training program is commonly called the ITS Institute. The curriculum is structured so that a person with no experience can begin with an introductory course and, if appropriate, progress to highly advanced levels of information processing.

The ITS Institute uses an automated system for course scheduling, registration, permanent records, and student transcripts. This system provides the necessary documentation for state agencies and the students regarding their training accomplishments. Certificates are provided to students upon successful completion of courses.

During Fiscal Year 2009, ITS offered approximately 217 instructor led classes to approximately 1,228 students representing numerous state agencies, universities, community colleges, and governing authorities. The Institute curriculum has been expanded as the demand for information systems skills has increased. The ITS Institute provides the necessary education and training to make state personnel more productive at a significantly lower cost than outside training sources.

Customized Training: The ITS Institute has the resources to provide instruction in almost any information systems area needed by state government employees. In addition to the regularly scheduled courses, we will design a class to meet your specific training needs. We also provide online training in conjunction with MindLeaders.

Continuing Education is the Key to Success:

The future of Mississippi government depends on efficient execution of the services it provides. State budget constraints make it imperative that agencies use information technology effectively to increase personnel productivity. If agencies cannot perform their tasks more efficiently, services which they provide cannot be maintained, much less expanded to meet pressing needs. Continuing education and training are essential for the effective planning, implementation, support, and use of these technological solutions. The ITS Education Services Division offers an excellent means of fulfilling these goals in a cost-effective way.

Other Services Offered by ITS:

ITS offers a variety of other services including on-site training assistance and follow-up, system analysis, design, programming, documentation, project management, feasibility studies, long-range planning, procurement, telephone services, and general consulting. If we can be of service to you in any of these areas, please call (601) 359-1395.

TABLE OF CONTENTS

Forms and Permits
ITS Student Registration Form
MindLeaders Registration Form
Map and Parking Permit

ITS Contact Information

General Information

Welcome to the ITS Institute:

The ITS Institute, administered for the State of Mississippi by the Department of Information Technology Services, offers an educational program designed to enhance and improve the skills of information processing personnel within state government.

Facilities:

The ITS Institute is located at 301 North Lamar Street in Jackson, MS. The Institute has two hands-on training labs located in the Robert G. Clark Building. These labs are configured with a variety of PC applications and have communications capabilities with the mainframe at the State Data Center.

Instructors:

Highly trained individuals who work in the industry or are instructors at state colleges and universities teach ITS Institute classes. Instructors possess years of practical experience, as well as academic credentials. Constant monitoring and evaluation of instructors ensure that classes are taught by individuals with a wide range of knowledge, as well as exceptional teaching skills.

Registration:

Registration forms are included at the back of this catalog and must be returned 30 days prior to the class begin date to allow enough time to order materials for the courses. If it is impossible to have these forms returned by the date specified, please contact the ITS Institute and indicate the number of students to be enrolled in each course.

Class Size:

Class enrollment will be on a first-come, first-served basis. Class size is limited, and ITS reserves the right to establish class size and limit the number of students from each agency if the class size has to be cut. The ITS Institute reserves the right to cancel any class due to under-enrollment or other reasonable cause.

Textbooks & Materials:

The textbooks and materials used for each course are listed on the schedule. Each student must indicate on the registration form whether he or she needs materials for the course. Textbooks and materials will be ordered based on the information provided on the registration form.

Class Confirmation:

As soon as registration forms have been received and plans for the July to September classes have been finalized, students will be notified of the exact starting dates, instructors, and locations for each class at least two weeks prior to the first day of class.

Cancellations and Substitutions:

Registrants of ITS-conducted classes who cancel within 10 days of the first class meeting will be billed the full tuition. Registrants of vendor-conducted classes who cancel within 30 days of the first class meeting will be billed the full tuition. Substitutions are permissible any time prior to and including the day on which the course begins.

On-Line Training: The ITS Institute has an agreement with MindLeaders to provide self-paced training to Mississippi public entities. State agencies, county and local governments, public schools, and institutions of higher learning are eligible to participate in this agreement. MindLeaders offers over 2,300 courses available via the Intranet or the Internet. Training is available anywhere, anytime. Please visit the ITS/MindLeaders website via the ITS website, www.its.ms.gov, for more course information.

Charges: The total charge for ITS classes includes tuition, lab fee, and materials fee. See the schedule for estimated charges for individual classes.

Tuition for ITS classes is categorized as follows:

Course Type	State Employees	Non-State Employees
Overview courses less than 4 hours (IL)*	Free	$100.00
Courses 10 hours or less (IL)*	$100.00	$400.00
Courses 11—20 hours (IL)*	$150.00	$450.00
Courses 21—30 hours (IL)*	$300.00	$600.00
Vendor-conducted course**	See Schedule	Contact ITS
Online training (full library)	$165.00/yr	N/A
Online training (end-user only)	$85.00/yr	N/A
* Instructor Led Courses		
** The maximum charges for on-site, vendor-conducted courses are listed on the schedule. The actual tuition billed to each student may be less than this amount if there are more than eight students. Scheduling vendor-conducted courses on-site results in significant savings to the State for tuition and travel expenses.		

Nonexempt Employees:

For state agencies who are sending nonexempt employees to classes meeting after normal working hours, the agency must evaluate their liability for overtime for these employees as provided by the Fair Labor Standards Act. If you have questions as to whether an employee is exempt, please contact the State Personnel Board. This statement does not apply to individuals who are paying for courses themselves.

For More Information:

If you have questions regarding this catalog or the ITS Institute, please contact:

Susan McClain, Education Specialist .... (601) 359-6196

Connie Smith, Education Assistant... (601) 359-3851

A+ ESSENTIALS (2009 OBJECTIVES)

Brief Course Description:

This course will prepare you for the CompTIA A+ Exam number 220-701. Topics covered include:
- personal computer components
- operating system fundamentals
- PC technician professional best practices
- installing & configuring peripheral components
- examining system components
- maintaining & troubleshooting peripheral components
- system component troubleshooting techniques
- installing & configuring operating systems
- maintaining & troubleshooting Microsoft Windows
- network technologies
- supporting laptops & portable computing devices
- supporting printers
- personal computer security concepts.

Prerequisites: Students should have a basic knowledge of Windows-based personal computers, as well as a basic knowledge of computing concepts.

Materials & Approximate Course Cost:

Tuition for state employees	$300.00
Lab Fees	$125.00
A+ Essentials (2009 Objectives)	60.00
Estimated Costs for State Employee	$485.00

Course: CA+E9

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 2, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wiltz Cutrer

A+ PRACTICAL APPLICATIONS (2009 OBJECTIVES)

Brief Course Description:

This course will prepare you for the CompTIA A+ Exam number 220-702. Topics covered include:

- installing & configuring system components
- troubleshooting system components
- maintaining & troubleshooting Microsoft Windows
- network technologies
- installing & managing network connections
- supporting laptops & portable computing devices
- supporting printers
- personal computer security concepts
- supporting personal computer security.

Prerequisites: A+ ESSENTIALS (2009 OBJECTIVES)

Materials & Approximate Course Cost:

Tuition for state employees	$275.00
Lab Fees	$75.00
A+ Practical Applications (2009 Objectives)	45.00
Estimated Costs for State Employee	$395.00

Course: CA+PA

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 13, 2010, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wiltz Cutrer

CISCO CCNA BOOTCAMP

Brief Course Description:

Topics covered include:
- key internetworking concepts as related to Cisco routers and the OSI Model
- assembling and cabling Cisco devices
- operating and configuring a Cisco IOS device
- managing a network environment
- catalyst 1900 operations
- extending switched networks with virtual LANs
- interconnecting networks with TCP/IP
- determining IP routes
- basic IP traffic management with access lists
- configuring Novell IPX
- establishing serial point-to-point connections
- completing an ISDN BRI call
- establishing a frame relay PVC connection
- password recovery
- Cisco product line.

Prerequisites:

Students should have MS-DOS experience and be able to identify the basic components of a network.

Materials & Approximate Course Cost:

Tuition for state employees	$2,066.00
Estimated Costs for State Employee	$2,066.00

Course: CNHCCNA

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 9, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
1102	Starting Monday, September 27, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

FUNDAMENTALS OF MICROSOFT SERVER 2008 ACTIVE DIRECTORY

Brief Course Description:

This course provides students with an introduction to Active Directory server roles in Windows Server 2008. Topics covered include:

- exploring Windows Server 2008 Active Directory roles
- introduction to AD Domain services
- introduction to AD Lightweight Directory services
- introduction to AD Certificate services
- introduction to AD Rights Management services
- introduction to AD Federation services
- creating AD Domain services user & computer objects
- creating AD Domain services groups & organizational units
- managing access to resources.

Prerequisites:

Students should have a working knowledge of network technologies.

Materials & Approximate Course Cost:

Tuition for state employees	$1,035.00
Estimated Costs for State Employee	$1,035.00

Course: CNH6424

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 30, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

IMPLEMENTING & ADMINISTERING SHAREPOINT SERVER 3.0 IN SERVER 2008

Brief Course Description:

This course provides the knowledge and skills that IT professionals need to configure MS Windows SharePoint Services in Windows Server 2008. Topics covered include:
* introduction to Windows SharePoint Services 3.0
* planning & installing MS Windows SharePoint Services 3.0
* administering & managing Windows SharePoint Services servers
* Windows SharePoint Services 3.0 site administration
* working with Windows SharePoint Services 3.0.

Prerequisites:

Students should have a working knowledge of MS Windows Server 2003 and Active Directory.

Materials & Approximate Course Cost:

Tuition for state employees	$690.00
Estimated Costs for State Employee	$690.00

Course: CNH6438

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, July 26, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INSTALLING & CONFIGURING WINDOWS 7 CLIENT

Brief Course Description:

This course is intended for IT professionals who are interested in expanding their knowledge base & technical skills about Windows 7 client. Topics covered include:
- installing, upgrading & migrating to Windows 7
- configuring disks & device drivers
- configuring file access & printers on Windows 7 client computers
- configuring network connectivity
- configuring wireless network connections
- securing Windows 7 desktops
- optimizing & maintaining Windows 7 client computers
- configuring mobile computing & remote access in Windows 7.

Prerequisites: Students should be familiar with Windows operating systems and work in user support, desktop configuration, & desktop troubleshooting.

Materials & Approximate Course Cost:

Tuition for state employees	$1,035.00
Estimated Costs for State Employee	$1,035.00

Course: CNH6292

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Tuesday, July 6, 2010, for 3 days	Tuesday, Wednesday & Thursday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
1102	Starting Tuesday, September 7, 2010, for 3 days	Tuesday, Wednesday & Thursday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INTRODUCTION TO INSTALLING & MANAGING MS EXCHANGE SERVER 2007

Brief Course Description:

Students will learn how to configure and manage a messaging environment in accordance with technical requirements. Topics covered include:
- overview of Exchange & Active Directory
- installing Exchange Server 2007
- configuring Mailbox Server roles
- managing recipient objects
- managing email addresses & address lists
- managing client access
- managing messaging transport
- managing availability, backup, & recovery
- maintaining the messaging system.

Prerequisites: Students should have a working knowledge of Windows server operating systems.

Materials & Approximate Course Cost:

Tuition for state employees	$1,033.00
Estimated Costs for State Employee	$1,033.00

Course: CNH5047

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, July 26, 2010, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

MANAGING MESSAGING SECURITY USING MS EXCHANGE SERVER 2007

Brief Course Description:

This course provides messaging specialists with the knowledge and skills to manage messaging security and policies. Topics covered include:
- maintaining antivirus & anti-spam systems
- configuring edge transport servers
- implementing messaging policies.

Prerequisites: Students should have a working knowledge of Windows server operating systems.

Materials & Approximate Course Cost:

Tuition for state employees	$345.00
Estimated Costs for State Employee	$345.00

Course: CNH5049

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Thursday, July 29, 2010, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

PLANNING & ADMINISTERING WINDOWS SERVER 2008 SERVERS

Brief Course Description:

This course provides students with the knowledge and skills to implement, monitor, & maintain Windows Server 2008 servers. Topics covered include:

- planning for Windows Server 2008 deployment
- managing server migration
- planning Windows Server 2008 server roles
- creating a configuration change plan for Windows Server 2008
- managing Windows Server 2008 security
- planning for the application server role
- planning for Windows Server 2008 high availability
- maintaining Windows Server 2008
- maintaining a distributed file system
- planning backup
- managing Restore
- monitoring servers
- troubleshooting hardware, software, and networks.

Prerequisites:

SERVER 2008 NETWORK INFRAST. & APPL. PLATFORM FUNDAMENTALS;
CONFIGURING & TROUBLESHOOTING A WINDOWS SERVER 2008 NTWK;
CONFIGURING WINDOWS SERVER 2008 AD DOMAIN SERVICES

Materials & Approximate Course Cost:

Tuition for state employees	$1,722.00
Estimated Costs for State Employee	$1,722.00

Course: CNH6430

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, July 12, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

PLANNING & MANAGING WINDOWS 7 DESKTOP DEVELOPMENT

Brief Course Description:

Topics covered include:
- preparing to deploy Windows 7 business desktops
- assessing application compatibility in Windows 7
- evaluating Windows 7 deployment methods
- designing standard Windows 7 images
- deploying Windows 7 by using WAIK
- deploying Windows 7 by using Windows Deployment Services
- deploying Windows 7 by using Life Touch Installation
- deploying Windows 7 by using Zero Touch Installation
- migrating user state by using WET and USMT 4.0
- designing, configuring, & managing the client environment
- planning & deploying applications & updates to Windows 7 clients
- planning & deploying Windows 7 by using LTI.

Prerequisites:

Students should be support technicians or currently in deployment roles & are looking to take the next step in their careers or enhancing their skills in the areas of planning & deploying Windows 7 desktops.

Materials & Approximate Course Cost:

Tuition for state employees	$1,722.00
Estimated Costs for State Employee	$1,722.00

Course: CNH6294

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 27, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

PLANNING, DEPLOYING, & MANAGING SYSTEM CENTER CONFIGURATION MANAGER

Brief Course Description:

This course provides students with the knowledge and skills to plan, deploy, and manage Configuration Manager 2007. Topics covered include:

- planning & deploying a single-site architecture
- planning & deploying Configuration Manager 2007 clients
- collecting inventory & metering software usage
- querying & reporting data
- preparing for & managing software distribution
- deploying operating systems using Configuration Manager 2007
- deploying & managing software updates
- using remote tools & Wake on LAN features
- managing mobile devices
- planning & configuring a multiple site hierarchy
- maintaining & troubleshooting.

Prerequisites: Students should have a base-level understanding of Systems Management Server 2003.

Materials & Approximate Course Cost:

Tuition for state employees	$1,722.00
Estimated Costs for State Employee	$1,722.00

Course: CNH6451

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 23, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

RECOVERING MESSAGING SERVERS & DATABASES USING EXCHANGE SERVER 2007

Brief Course Description:

This course provides messaging specialists with the knowledge and skills to recover Exchange mailboxes and servers in a variety of disaster scenarios. Topics covered include:

- recovering messaging databases
- preparing for & recovering from mailbox server failures
- preparing for & recovering from non-mailbox server failures.

Prerequisites: INTRO. TO INSTALLING & MANAGING MS EXCHANGE SERVER 2007

Materials & Approximate Course Cost:

Tuition for state employees	$345.00
Estimated Costs for State Employee	$345.00

Course: CNH5050

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Friday, July 30, 2010, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

ACCESS 2007: LEVEL 1

Brief Course Description:
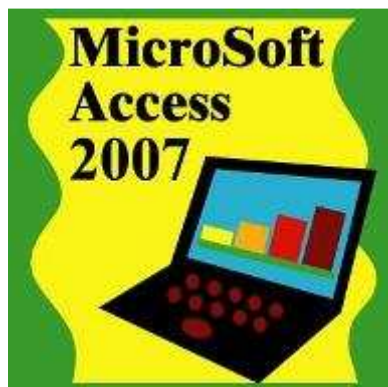
This course teaches students the basic functions of Access 2007. Topics covered include:
- database concepts
- databases and tables
- fields and records
- data entry rules
- basic queries
- using forms
- working with reports.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2007: Level 1	20.00
Estimated Costs for State Employee	$217.00

Course: CAC071

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Thursday, July 15, 2010, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson
1102	Starting Monday, September 13, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

ACCESS 2007: LEVEL 2

Brief Course Description:
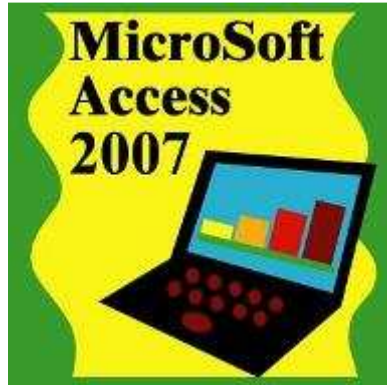
In this course, students will learn how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Topics covered include:
- controlling data entry
- joining tables
- creating flexible queries
- improving forms
- customizing reports
- sharing data across applications.

Prerequisites: ACCESS 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Access 2007: Level 2	20.00
Estimated Costs for State Employee	$217.00

Course: CAC072

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 9, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

IMPLEMENTING A MICROSOFT SQL SERVER DATABASE

Brief Course Description:
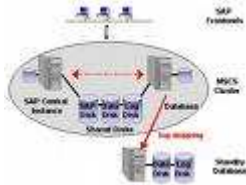
This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2008 database. Topics covered include:

- creating databases & database files
- creating data types & tables
- creating & tuning indexes
- implementing data integrity by using constraints & triggers
- using XML
- implementing views
- implementing stored procedures
- implementing functions
- implementing managed code in the database
- managing transactions & locks
- using service broker.

Prerequisites:

Students should have a basic knowledge of the MS Windows operating system and its core functionality, as well as a basic familiarity with SQL databases.

Materials & Approximate Course Cost:

Tuition for state employees	$1,722.00
Estimated Costs for State Employee	$1,722.00

Course: CNH6232

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 2, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

CASCADING STYLE SHEETS

Brief Course Description:

This course will introduce the concepts, techniques, properties, and values of CSS in a sequence that reflects a typical "building up" of design rules. It starts with colors, which is the easiest part of CSS. Students will next learn how to control typography using text and font properties. Students will then explore the layout-oriented styles of CSS, including margins, padding, and absolute and relative positioning. Topics covered include:

- controlling color and typography
- designing with the cascade
- designing content sections
- controlling layout with positioning
- enhancing an existing design
- creating alternate style sheets.

Prerequisites: WEB SITE DEVELOPMENT FOUNDATIONS

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Cascading Style Sheets	65.00
Estimated Costs for State Employee	$262.00

Course: CCSS

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 20, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

DREAMWEAVER CS4: LEVEL 1

Brief Course Description:

In this course, students will design, build, and upload a Website using Dreamweaver. Topics covered include:
- getting started with Dreamweaver
- building a Website
- working with Web pages
- working with Reusable Site Assets
- working with Links
- uploading a Website.

Prerequisites: Students should be familiar with Web design.

Materials & Approximate Course Cost:

Tuition for state employees	$485.00
Estimated Costs for State Employee	$485.00

Course: CDWCS41

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 20, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

DREAMWEAVER CS4: LEVEL 2

Brief Course Description:

In this course, students will develop professional-looking Web pages using Dreamweaver. Topics covered include:

- working in Code View
- formatting with Style Sheets
- working with AP Elements
- working with Spry Elements
- creating a form
- integrating External Files with Dreamweaver.

Prerequisites: DREAMWEAVER CS4: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$485.00
Estimated Costs for State Employee	$485.00

Course: CDWCS42

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 27, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INDESIGN CS4: LEVEL 1

Brief Course Description:

In this course, students will work with some of the tools and features to create eye-catching printed documents using InDesign CS4. Topics covered include:

- exploring the InDesign environment
- designing documents
- enhancing documents
- working with Page Elements
- managing objects
- working with Tables
- finalizing documents.

Prerequisites: A basic understanding of the computer operating system you are using is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	$485.00
Estimated Costs for State Employee	$485.00

Course: CIND1

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 23, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

INDESIGN CS4: LEVEL 2

Brief Course Description:

In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of documents. Topics covered include:

- handling Page Elements
- managing Styles
- developing complex paths
- administering external files
- working with XML
- exporting InDesign files in other formats
- managing local documents
- adjusting print settings
- organizing assets with Adobe Bridge.

Prerequisites: INDESIGN CS4: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$485.00
Estimated Costs for State Employee	$485.00

Course: CIND2

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 13, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

PUBLISHER 2007: LEVEL 1

Brief Course Description:

Publisher 2007

Microsoft Office

This course give students proficiency in creating publications, formatting text, inserting graphics, and performing other basic-level tasks. Topics covered include:
- basic documents
- multi-page publications
- working with text
- tables
- layout and design techniques
- finalizing documents.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Publisher 2007: Basic	20.00
Estimated Costs for State Employee	$145.00

Course: CPUB071

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Thursday, August 19, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

PUBLISHER 2007: LEVEL 2

Brief Course Description:

This course is designed to give proficiency in creating newsletters, designing Web sites, setting up mail merges, and performing other advanced-level tasks. Topics covered include:

- basic design options
- typography
- long publications
- mail merge
- interactive forms
- Web site publishing.

Prerequisites: PUBLISHER 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Publisher 2007: Advanced	20.00
Estimated Costs for State Employee	$145.00

Course: CPUB072

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Wednesday, September 1, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

SHAREPOINT DESIGNER 2007: LEVEL 1

Brief Course Description:

In this course, students will use SharePoint Designer 2007 to create and modify a SharePoint site. Topics covered include:
- getting started with the SharePoint Designer environment
- creating a subsite
- adding content to the site
- working with Cascading Style Sheets
- adding basic functionality to Web pages
- adding SharePoint components to the site
- automating business processes with workflows.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	$245.00
Estimated Costs for State Employee	$245.00

Course: CNHSPD71

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Thursday, July 8, 2010, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

SHAREPOINT DESIGNER 2007: LEVEL 2

Brief Course Description:

This course builds on the skills and concepts learned in SharePoint Designer 2007 Level 1. Topics covered include:
- Web components and multimedia
- interactive content
- layers
- layout tables
- Web forms
- data-driven pages
- site mangement.

Prerequisites: SHAREPOINT DESIGNER 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$245.00
Estimated Costs for State Employee	$245.00

Course: CNHSPD72

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Friday, July 9, 2010, for 1 day	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

WEB SITE DEVELOPMENT FOUNDATIONS

Brief Course Description:

This course teaches students essential Web page development skills. Students will learn to develop Web sites using HTML and XHTML. Students will learn to write code manually, as well as use GUI authoring tools. Students will also learn to insert images, create hyperlinks, and add tables, forms, and frames to their Web pages. Students will learn about CGI and use it to connect Web pages to databases. Students will also identify e-commerce solutions and relate Web site development to business goals. This course will teach students to work as a productive part of a Web site development team.

Prerequisites: Students should be familiar with an operating system, such as Microsoft Windows, before taking this class.

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Site Development Foundations vers. 2.0	60.00
Estimated Costs for State Employee	$257.00

Course: CWSDF

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 30, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charlotte Robinson

SUSE Linux Enterprise Server 10 Administration

Brief Course Description:

This course covers common tasks a system administrator of SUSE Linux Enterprise Server 10 has to perform. Topics covered include:
- installation and configuration of the system
- maintenance of the file system
- software management
- management of processes
- printing

Prerequisites: SUSE LINUX ENTERPRISE SERVER 10 FUNDAMENTALS

Materials & Approximate Course Cost:

Tuition for state employees	$1,722.00
Estimated Costs for State Employee	$1,722.00

Course: CNH3072

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 16, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

BASIC TELECOMMUNICATIONS

Brief Course Description:

This course explores analog & digital concepts. Topics covered include:
- customer premise equipment
- services
- analog concepts
- digital concepts
- networks
- transmission
- signaling
- switching
- application analysis.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Basic Telecommunications	60.00
Estimated Costs for State Employee	$257.00

Course: CTELCOM1

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Wednesday, July 28, 2010, for 2 days	Wednesday & Thursday	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wiltz Cutrer

CONFIGURING & TROUBLESHOOTING A WINDOWS SERVER 2008 NETWORK

Brief Course Description:

Students will learn to implement and configure secure network access and implement fault-tolerant storage technologies. Topics covered include:

- installing & configuring servers
- configuring & troubleshooting DNS
- configuring & managing WINs
- configuring & troubleshooting DHCP
- configuring & troubleshooting IPv6 TCP/IP
- configuring & troubleshooting routing & remote access
- installing, configuring & troubleshooting the network policy server role service
- configuring network access protection
- configuring IPsec
- monitoring & troubleshooting IPsec
- configuring & managing distributed file system
- more.

Prerequisites:
Students should be familiar with Active Directory knowledge & concepts.

Materials & Approximate Course Cost:

Tuition for state employees	$1,722.00
Estimated Costs for State Employee	$1,722.00

Course: CNH6421

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 2, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

LOCAL AREA NETWORKS

Brief Course Description:

This course presents the concepts & technology of LAN topologies. Students will learn about Bus, Ring, Tree, Star Mesh, & Wireless topology and information transfer technologies. Topics covered include:
- topologies
- information transfer
- transmission techniques
- transmission media
- LAN components
- network management
- advanced LAN technologies.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$150.00
Lab Fees	$47.00
Local Area Networks	85.00
Estimated Costs for State Employee	$282.00

Course: CLAN

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Thursday, September 2, 2010, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wiltz Cutrer

NETWORK+ (2009 OBJECTIVES)

Brief Course Description:

This course prepares students for the CompTIA Network+ (2009 objectives) Exam No. N10-004. Topics covered include:
- network theory
- network communications methods
- network data delivery
- network media & hardware
- network implementations
- networking TCP/IP
- TCP/IP services
- LAN infrastructure
- WAN infrastructure
- network security
- remote networking
- disaster recovery
- network data storage
- network operating systems
- network management
- network troubleshooting.

Prerequisites: It is recommended that students have CompTIA A+ certificiation, or the equivalent skills & knowledge, but it is not required.

Materials & Approximate Course Cost:

Tuition for state employees	$300.00
Lab Fees	$125.00
Network+ (2009 Objectives)	65.00
Estimated Costs for State Employee	$490.00

Course: CNET+9

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 2, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	James Mahaffey

SERVER 2008 NETWORK INFRASTRUCTURE & APPLICATION PLATFORM FUNDAMENTALS

Brief Course Description:

Topics covered include:
- fundamentals of network infrastructure
- IT professionals in the Enterprise
- TCP/IPv4 fundamentals
- communication technologies
- creating IPv4 address spaces
- IPv6 fundamentals
- fundamentals of administering Server 2008
- security fundamentals
- fundamentals of securing network communication
- Windows firewall & caching
- remote access
- routing fundamentals
- network load balancing
- configuring print resources & printing pools
- server virtualization overview.

Prerequisites:

Server+ certification
Network+ certification
A+ certification

Materials & Approximate Course Cost:

Tuition for state employees	$1,722.00
Estimated Costs for State Employee	$1,722.00

Course: CNH6420

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, July 12, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

PHOTOSHOP CS4: LEVEL 2

Brief Course Description:
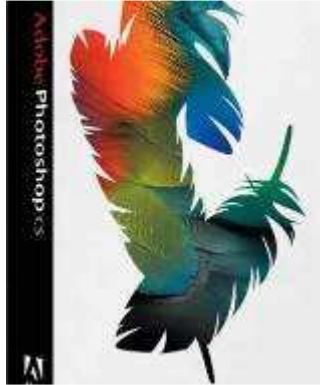
In this course, students will work with the advanced tools and features available in Photoshop CS4. Topics covered include:

- enhancing images
- working with Vector Paths
- applying custom fills
- working with layers
- automating tasks
- working with video files
- integrating with other Adobe applications.

Prerequisites: PHOTOSHOP CS4: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$485.00
Estimated Costs for State Employee	$485.00

Course: CPHOTO2

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, July 19, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

POWERPOINT 2007: LEVEL 1

Brief Course Description:

This course covers the basic functions of PowerPoint 2007. Topics covered include:

- the PowerPoint window
- new presentations
- formatting slides
- drawing objects
- graphics
- tables & charts
- modifying presentations
- proofing & delivering presentations.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
PowerPoint 2007: Basic	20.00
Estimated Costs for State Employee	$145.00

Course: CPP071

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Wednesday, July 21, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
1102	Starting Wednesday, September 22, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

POWERPOINT 2007: LEVEL 2

Brief Course Description:

Topics covered include:
- custom presentation options
- graphic & multimedia content
- customizing SmartArt graphics & tables
- action buttons & custom slide shows
- distributing a presentation
- integrating Microsoft Office files.

Prerequisites: POWERPOINT 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
PowerPoint 2007: Advanced	20.00
Estimated Costs for State Employee	$145.00

Course: CPP072

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Wednesday, August 11, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

WINDOWS VISTA: LEVEL 1

Brief Course Description:

This course introduces students to the basic concepts of the Windows Vista operating system. Students will be introduced to the features of Windows Vista. Topics covered include:
- Windows Vista environment
- folders & gadgets
- content management
- customization
- Internet Explorer multimedia.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Windows Vista: Basic	20.00
Estimated Costs for State Employee	$145.00

Course: CWNVISTA1

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Wednesday, August 25, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

WINDOWS VISTA: LEVEL 2

Brief Course Description:

This course introduces students to the advanced concepts of the Windows Vista operating system. Topics covered include:
- system management
- managing multiple users
- file management
- print management
- networking
- collaboration tools.

Prerequisites: WINDOWS VISTA: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Windows Vista: Advanced	20.00
Estimated Costs for State Employee	$145.00

Course: CWNVISTA2

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Friday, September 10, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

ORACLE DATABASE 10G: ADMINISTRATION I

Brief Course Description:

This course allows students to gain the skills necessary for basic day-to-day administration of an Oracle 10g database. Topics covered include:

- installing Oracle 10g database software
- exploring the Oracle database architecture
- database instance process architecture
- creating an Oracle database
- controlling the database environment
- table spaces
- advanced tablespaces
- data files & temp files
- undo management
- database security
- administering users
- loading data with SQL loader
- exporting & importing data
- Oracle net services
- Oracle shared servers
- monitoring & resolving lock conflicts
- backup & recovery concepts.

Prerequisites: Students should be familiar with databases.

Materials & Approximate Course Cost:

Tuition for state employees	$1,725.00
Estimated Costs for State Employee	$1,725.00

Course: COR10DBA1

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 23, 2010, for 1 week	Monday - Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

ORACLE DATABASE 10G: ADMINISTRATION II

Brief Course Description:

In this course, students will develop an advanced understanding of complex Oracle database concepts, maintenance and recovery routines, and database management. Students will learn how to control and manage an Oracle installation. Topics covered include:

- monitoring the database
- monitoring & managing memory
- monitoring & managing database performance
- monitoring & managing storage
- restoring data with Oracle Flashback
- backing up and recovering data
- configuring the Recovery Manager (RMAN)
- performing RMAN backups
- performing RMAN recoveries
- utilizing Automatic Storage Management (ASM)
- automating tasks with the Scheduler
- Globalization Support Obj.

Prerequisites: ORACLE DATABASE 10G: ADMINISTRATION I

Materials & Approximate Course Cost:

Tuition for state employees	$1,035.00
Estimated Costs for State Employee	$1,035.00

Course: COR10DBA2

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 20, 2010, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

SQL QUERYING: LEVEL 1 (4th Ed.)

Brief Course Description:

This course will teach students how to compose SQL queries to retrieve information from the database. Topics covered include:
- executing a simple query
- performing a conditional search
- working with functions
- organizing data
- retrieving data from multiple tables
- presenting query results.

Prerequisites: Students should be familiar with their computer's operating system and basic operation.

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Fundamentals of SQL Querying	35.00
Estimated Costs for State Employee	$160.00

Course: CSQL41

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Monday, July 19, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Burrell N. Brown
1102	Starting Thursday, September 16, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Burrell N. Brown

New!

SQL QUERYING: LEVEL 2 (4th Ed.)

Brief Course Description:

In this course, students will create advanced SQL queries and manipulate and index tables. Topics covered include:
- advanced querying using subqueries
- manipulating table data
- manipulating the table structure
- working with views
- indexing data.

Prerequisites: SQL QUERYING: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Advanced SQL Querying	35.00
Estimated Costs for State Employee	$160.00

Course: CSQL42

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Tuesday, July 20, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Burrell N. Brown
1102	Starting Friday, September 17, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Burrell N. Brown

CRYSTAL REPORTS 11: LEVEL 1

Brief Course Description:

In this course, students will build basic list and group reports that work with almost any database. Topics covered include:
- creating a report
- displaying specific report data
- grouping report data
- building formulas
- formatting reports
- enhancing reports
- creating pie charts
- distributing data.

Prerequisites: Students should be familiar with the basic functions of their computer's operating system and have a basic understanding of database concepts.

Materials & Approximate Course Cost:

Tuition for state employees	$555.00
Estimated Costs for State Employee	$555.00

Course: CCR111

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, July 12, 2010, for 2 days	Monday & Tuesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
1102	Starting Tuesday, September 7, 2010, for 2 days	Tuesday & Wednesday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

CRYSTAL REPORTS 11: LEVEL 2

Brief Course Description:

In this course, students will learn how to create more sophisticated reports, including subreports and cross-tabs, and how to increase the speed and efficiency of their reports by using SQL queries. Topics covered include:
- creating running totals
- building cross-tabs in reports
- adding subreports
- creating drill-downs
- enhancing report processing by writing SQL statements
- charting data
- reporting on Excel data with Crystal Reports
- working with prompts
- enhancing report functionality.

Prerequisites: CRYSTAL REPORTS 11: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$555.00
Estimated Costs for State Employee	$555.00

Course: CCR112

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Thursday, July 15, 2010, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons
1102	Starting Thursday, September 9, 2010, for 2 days	Thursday & Friday	8:30 AM - 4:30 PM	Suite R-101, New Horizons Computer Learning Ctr.	1855 Lakeland Dr., Jackson, MS	New Horizons

EFFECTIVE CONTRACT NEGOTIATION FOR IT MANAGERS

Brief Course Description:

This course is intended for entry-level IT managers or other IT managers who have no prior contract negotiation responsibilities. Topics covered include:
- exploring the contract management process
- planning for negotiation
- performing negotiations
- negotiating in special circumstances
- refining your negotiating skills
- creating winning results.

Prerequisites: None

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Effective Contract Negotiation for IT Managers	45.00
Estimated Costs for State Employee	$170.00

Course: CITNEG

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Thursday, September 23, 2010, for 1 day	8:30 AM - 4:40 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wally DeRossette

MICROSOFT PROJECT 2007: PART I

Brief Course Description:

Topics covered include:
- project management concepts
- working with tasks
- scheduling tasks
- managing resources
- working with views and tables
- filtering, grouping, and sorting
- finalizing the task plan

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Project 2007: Basic	20.00
Estimated Costs for State Employee	$145.00

Course: CMSPJ71

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Thursday, July 22, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case

MICROSOFT PROJECT 2007: PART II

Brief Course Description:

Topics covered include:
- tracking project work
- analyzing and adjusting the plan
- formatting and reporting
- customizing the project environment
- managing multiple projects
- project communications
- exchanging project data

Prerequisites: MICROSOFT PROJECT 2007: PART I

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Project 2007: Advanced	20.00
Estimated Costs for State Employee	$145.00

Course: CMSPJ72

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Friday, July 23, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Charles Case

PMP ORIENTATION

Brief Course Description:
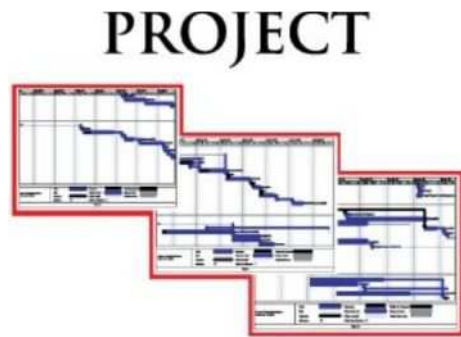
Attendance is mandatory if you plan to register for the October *Preparing for PMI's PMP Examination Cram Course*. Registration forms for the October Cram Course will be provided at this orientation session.

Prerequisites:　　　　None

Materials & Approximate Course Cost:

　　　　Tuition for state employees
　　　　Estimated Costs for State Employee　　　　　　　　No Charge

Course: CPMPOR

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Friday, July 30, 2010, for 1 day	10:30 AM - 11:30 AM	Classroom 1, Robert G. Clark Bldg., 4th Floor	301 North Lamar Street, Jackson, MS	Monte Luehlfing

PROJECT MANAGEMENT FUNDAMENTALS

Brief Course Description:

In this course, students will identify effective project management practices and their related processes. Topics covered include:

- getting started with project management
- initiating a project
- planning for time & cost
- planning for project risks, communication, & change control
- managing a project
- executing the project closeout phase.

Prerequisites: Some on-the-job experience in participating in managed projects is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Project Management Fundamentals	20.00
Estimated Costs for State Employee	$145.00

Course: CPMF

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Thursday, August 12, 2010, for 1 day	8:30 AM - 4:40 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wally DeRossette

STRATEGIC IT PLANNING SKILLS

Brief Course Description:

In this course, students will develop an approach to formulate strategic IT programs and initiatives critical for effectively leading and managing an organization. Topics covered include:

- preparing for the strategic IT planning process
- initiating the strategic IT planning process
- developing a strategic IT plan
- executing the plan.

Prerequisites: Understanding of business processes with experience in practical leadership, leading and managing teams, and managing change is recommended.

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Strategic IT Planning Skills	40.00
Estimated Costs for State Employee	$165.00

Course: CSITP

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Monday, July 26, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wally DeRossette

NETWORK SECURITY & FIREWALLS

Brief Course Description:
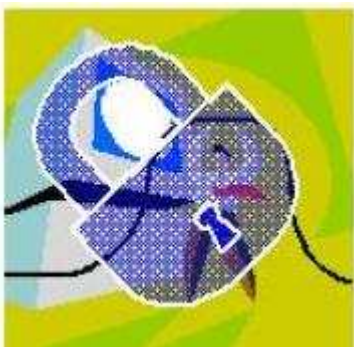
This course teaches students how to secure networks from unauthorized activity. Students learn about establishing an effective security policy, different types of hacker activities, the hacker's mind-set, and preventing & managing hacker penetration. Topics covered include:

- elements of security
- applied encryption
- types of attacks
- recent networking vulnerability considerations
- general security principles
- protocol layers & security
- securing resources
- firewalls & virtual private networks
- levels of firewall protection
- detecting & distracting hackers
- incident response.

Prerequisites: This course is intended for network server administrators, firewall administrators, system administrators, application developers, and IT security officers.

Materials & Approximate Course Cost:

Tuition for state employees	$275.00
Lab Fees	$75.00
Network Security & Firewalls	96.00
Estimated Costs for State Employee	$446.00

Course: CNSF

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, August 16, 2010, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wiltz Cutrer

SECURITY AUDITS, ATTACKS, & THREAT ANALYSIS

Brief Course Description:
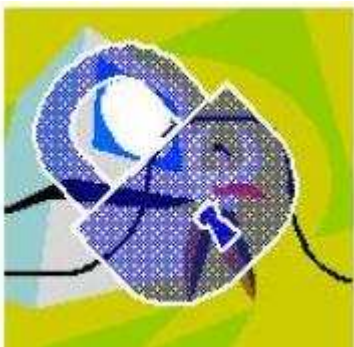
This course teaches students how to conduct the different phases of a security audit, including discovery & penetration. Students will learn how to prevent hackers from controlling a network and how to generate effective audit reports that can help organizations improve their security and become current with industry security standards. Topics covered include:

- security auditing
- discovery methods
- auditing server penetration & attack techniques
- security auditing & the control phase
- intrusion detection
- auditing & log analysis
- audit results.

Prerequisites: NETWORK SECURITY & FIREWALLS

Materials & Approximate Course Cost:

Tuition for state employees	$275.00
Lab Fees	$75.00
Security Audits, Attacks, & Threat Analysis	96.00
Estimated Costs for State Employee	$446.00

Course: CSAAT

Section Information:

Section:	Date & Time Info:			Location:		Instructor:
1101	Starting Monday, September 27, 2010, for 3 days	Monday, Tuesday & Wednesday	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wiltz Cutrer

SECURITY AWARENESS

Brief Course Description:
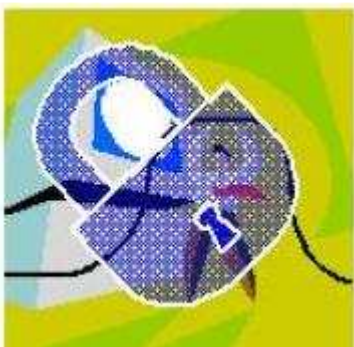
This course provides an introduction to common security threats and issues, as well as ways you can counteract them. Students will identify and apply security techniques to common job activities. Topics covered include:
- securing information
- counteracting social engineering exploits
- identifying security measures
- maintaining file security
- guarding against attacks
- handling security breaches.

Prerequisites: Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a web browser.

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Security Awareness	20.00
Estimated Costs for State Employee	$145.00

Course: CSEC2

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Wednesday, July 14, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Wiltz Cutrer

EXCEL 2007: LEVEL 1

Brief Course Description:

This course teaches the basic fundamentals of Excel 2007. Topics covered include:
- spreadsheet terminology
- entering & editing data
- modifying worksheets
- using functions
- formatting worksheets
- printing
- creating charts
- managing large workbooks.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Excel 2007: Basic	20.00
Estimated Costs for State Employee	$145.00

Course: CEX071

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Monday, July 12, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm
1102	Starting Friday, September 24, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

EXCEL 2007: LEVEL 2

Brief Course Description:

This course teaches students to use multiple worksheets and workbooks efficiently and start working with more advanced formatting options. Topics covered include:

- using multiple worksheets and workbooks
- advanced formatting
- outlining and subtotals
- cell and range names
- lists and tables
- Web and Internet features
- advanced charting
- documenting and auditing
- templates and settings.

Prerequisites: EXCEL 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Excel 2007: Intermediate	20.00
Estimated Costs for State Employee	$145.00

Course: CEX072

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Wednesday, August 18, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 1, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

WORD 2007: LEVEL 1

Brief Course Description:

WORD 2007

Microsoft Office

This course covers the basic functions of Word 2007. Topics covered include:
- the Word Window
- new documents
- navigation & selection techniques
- editing text
- formatting text
- tables
- page layout
- proofing & printing documents
- graphics.

Prerequisites: INTRODUCTION TO WINDOWS

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Word 2007: Basic	20.00
Estimated Costs for State Employee	$145.00

Course: CWD071

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Monday, July 19, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler
1102	Starting Thursday, September 30, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Leah Chisolm

WORD 2007: LEVEL 2

Brief Course Description:

Topics covered include:
- styles
- sections & columns
- formatting tables
- printing labels & envelopes
- templates & building blocks
- graphics
- managing document revisions
- Web features.

Prerequisites: WORD 2007: LEVEL 1

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Word 2007: Intermediate	20.00
Estimated Costs for State Employee	$145.00

Course: CWD072

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Monday, August 23, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

WORD 2007: LEVEL 3

Brief Course Description:

Topics covered include:
- mail merge
- objects & backgrounds
- forms
- macros
- toolbar & keyboard customization
- long documents
- XML features.

Prerequisites: WORD 2007: LEVEL 2

Materials & Approximate Course Cost:

Tuition for state employees	$100.00
Lab Fees	$25.00
Word 2007: Advanced	20.00
Estimated Costs for State Employee	$145.00

Course: CWD073

Section Information:

Section:	Date & Time Info:		Location:		Instructor:
1101	Starting Thursday, September 16, 2010, for 1 day	8:30 AM - 4:30 PM	Lab 2, Basement, Robert G. Clark Building	301 North Lamar Street, Jackson, MS	Anne Butler

MENTORED LEARNING

ITS and New Horizons have partnered to bring you new, state-of-the art Mentored Learning!

Mentored Learning is instructor-plus training, meaning two instructors guide the student through the material; one instructs and the other tutors, and the classes are built around the student's schedule. All Mentored classes are available in morning or afternoon sessions any day or days of the week. You will need to schedule your Mentored Learning classes ten (10) days out to ensure that the training materials are in.

Why IT People Love Mentored Training

1. **Flexibility:** You and your child get sick; or an emergency arises at work. Problems can rear their ugly head at the most inopportune time. That's why you need classes structured around your time.
   If you're like most people, you don't want to go to school for a solid week and have all your work back up on you while you're gone. But you do want to work smarter and be more productive.
   You prefer learning three mornings a week rather than five full days; applying what you learned in the morning to your afternoon work. You want immediate answers from certified instructors for the problems you experience at work. We provide that for you. We accommodate you, your schedule, and your need to produce.
2. **You Learn More**: A funny thing happens with a flexible schedule. You learn more. Students who learn in the morning and apply that knowledge in the afternoon retain more of what they learned.
   A. **Prep for certification:** You learn more when you study for a test. Our official certification exams prove that you are accomplished at the highest level.
   B. **One-on-one mentoring:** We offer multiple instructors for each class; one that teaches and one that tutors. The result is a much greater understanding of the material.
   C. **Teach back:** Students teach our instructors what they've just learned. This has produced amazing results.
3. **Custom Classes:** By assessing the student's skill level, we customize classes to achieve the results you need.
4. **No canceled classes**—guaranteed.
5. **Learning where you want:** We can teach at your location.
6. **Return on investment:** You are, on average, 38% more proficient after New Horizons' training. This represents a $15,200.00 productivity improvement on a $40,000.00 salary.
7. **Learning relevant to the work place**. We teach what you need to do your job.
8. **To Register for a Mentored Learning Class**: Call Susan McClain @ 601-359-6196.

MindLeaders

e-Learning that works.

Business Course List

Series and Course Titles
Access 2000 MOS
Access 2002
Access 2003
Access 2007
Access 2007 Advanced
Access 2007
Excel 2000 MOS Expert
Excel 2000 MOS
Excel 2002
Excel 2003
Excel 2007
Excel 2007 Advanced
GroupWise 5.5
GroupWise 6.5
Internet Explorer 6
Internet Explorer 7
Lotus Notes 6.5
Lotus Notes 8.5
Lotus Notes R5
Office 2000
Office 2003
Office 2007
Office XP
Outlook 2002
Outlook 2003
Outlook 2007
PC Applications
PowerPoint 2000 MOS
PowerPoint 2002
PowerPoint 2003
PowerPoint 2007
Project 2000 MOS
Project 2003
Project 2007
SharePoint 2003
SharePoint 2007
Visio 2002
Visio 2007

Windows 7
Windows Vista
Windows XP Upgrade
Word 2000 MOS Expert
Word 2000 MOS
Word 2002
Word 2003
Word 2007
401(k) Plans
Budgeting and Saving
Business Ethics
Computer Basics
Computing Concepts
Crystal Reports 8
Crystal Reports XI
Estate Planning
Finance (Videos
Global Business (Videos
Home Business
Instructional Design
Interview Skills
Introduction to PCs
Investing Fundamentals
Managing Within the Law (Videos)
Paint Shop Pro 5
Project Management Professional Certification 2005
Project Management Professional Certification 2009
Project Management
QuickBooks 2004
QuickBooks
Retirement Planning
Sales and Marketing (Videos
SAP R/3 Release 4.6
Sarbanes-Oxley Act
Sexual Harassment in the Workplace
Six Sigma (Videos)
Windows 2000 Basics - Client
Work and Life Balance (Videos)
Workplace Environment (Videos)
Works
Basics of Business Math
Building Relationships
Career Development (Videos)
Certified Business Analysis Professional (CBAP v2)
Coaching (Videos)
Communicating with Power
Communication (Videos)
Customer Service (Videos)

Customer Service
Dealing with Difficult People
Doing Business in China
Doing Business in India
Effective Business Communication
Effective Presentations
E-Mailing Your Way to the Top
Fundamentals of Business Management
Grammar
Innovation in the Workplace
Leadership (Videos)
Leading Teams (Videos)
Management (Videos)
Management Skills Introduction
Managing Change
Motivation Methods and Strategies
Motivation
Negotiating
Problem Solving Through Productive Thinking
Project Management from a People Perspective
Self-Management (Videos)
Stress Management
Teams That Work
Time Management for Maximum Productivity
Time Management Fundamentals
Dreamweaver 8
Dreamweaver MX 2004
Dreamweaver MX
Flash 8
Flash MX 2004 ActionScript 2.0
Flash MX 2004
Flash MX ActionScript
Flash MX
FrontPage 2000
Photoshop 7
Photoshop CS
Photoshop

MindLeaders
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Technical Course List

Series and Course Titles
AJAX
C in 21 Days
CGI/Perl
CICS/ESA
Cisco Related Series by MindLeaders
CISSP Security Professional
CIW Foundations 1D0-510
CIW Security 1D0-470
Client/Server
CMS (Conversational Monitor System)
COBOL (New)
COBOL (OS/VS)
COBOL
ColdFusion MX
CompTIA A+ Depot Technicia 220-604
CompTIA A+ Essentials 220-601
CompTIA A+ Remote Support Technician 220-603
CompTIA Network+ 2005 (N10-003)
CompTIA Network+ 2009
CompTIA Security+ 2008 (SY0-201)
CompTIA Security+ SY0-101
CompTIA Server+ 2005 (SK0-002)
Data Warehousing
DB2 Universal Database
DB2
Dynamic HTML
EASYTRIEVE
Exchange 2000 Administration MCSE 70-224
FOCUS
GUI Design
IIS 6
Internet Marketing
ISPF
ITIL Version 2 Foundation Certificate EX0-100
ITIL Version 3 Foundation Certificate EX0-101
Java 1.2

Java 2 5.0 Programmer Certification 310-055
Java 2 5.0 Programming
Java 2 Enterprise Design
Java 2 Programmer Certification 310-035
Java Web Services
JavaScript
JCL
Linux Red Hat Technician
Linux
Micro Focus COBOL Workbench 4
Microsoft .NET 2.0
Microsoft .NET
Microsoft Exchange Server 2003
Microsoft Exchange Server 2007
Microsoft Office Project 2007
Microsoft SharePoint Server 2007
Microsoft SQL Server 2005
Microsoft SQL Server 2008
MS Exchange Server 5.5
MVS
Notes 5 Programming
Novell 560 CNE
Novell 570 CNE Advanced Administration
Object-Oriented Analysis & Design
OOP Using C++
Oracle
Oracle 10g Administration
Oracle 10g Database Administration II
Oracle8
Oracle9i Database Fundamentals
Oracle9i Database Fundamentals II
Oracle9i Database Performance Tuning
Oracle9i SQL
PHP and MySQL
PowerBuilder 9 Advanced Development
Project Server 2003
QMF
Rational Unified Process
RDBMS Fundamentals
REXX Programming
RPG IV Programming
Running an Online Business
SAS 8
SAS
Server 2003 Security Admin
Solaris 8 System Administrator
SQL for the Mainframe Environment

_____

SQL for the Windows Environment
SQL Server 2000 Admin
SQL Server 2000 Database Design
SQL Server 2005
SQL Server 6.5
SQL Server 7 Admin
SQL
Sun Java 2 Developer
Sybase
TCP/IP
TSO/E
UML 2.0
UNIX
Visual Basic .NET for Web
Visual Basic .NET for XML
Visual Basic .NET Windows Apps
Visual Basic 2005
Visual Basic 6
Visual C#
Visual C# Web Applications
Visual C# XML
Visual InterDev 6
Visual Studio .NET
Visual Studio .NET and ASP.NET
VSAM
Web Design & Graphics
Web Publishing and Design with HTML 4.01 and XHTML
WebSphere 7.0 with Rational Application Developer
WebSphere Studio Application Developer 5.0 & J2EE
Windows 2000
Windows Server 2003
Windows Server 2008
Windows SharePoint Services 3.0
Windows Vista & Office 2007 Desktops
Windows Vista
Windows XP
XEDIT
XML

Total Business & Technical Courses: 2,331

ITS Institute On-Line Training Registration Form

Name: (Please Print)

Mr./Ms.

Social Security No.:

Agency & Division Name:

Office Address: (Specify Handmail, if applicable)

City:	State:	Zip:

Office Phone:

Fax Number:

Cell Phone:

Email Address:

Course No./Name:

ANNUAL SUBSCRIPTION FOR ON-LINE TRAINING

COURSE COST**:**   PLEASE CHECK ONE

( ) ANNUAL SUBSCRIPTION FOR FULL LIBRARY ON-LINE TRAINING

　　 $165 per person (includes technical and end-user courses)

( ) ANNUAL SUBSCRIPTION FOR END-USER LIBRARY ON-LINE TRAINING

　　 $ 85 per person (includes end-user courses only)

☐ Bill State Agency	☐ Bill Student　　☐ Bill Non-State Agency
PLEASE DO NOT PREPAY. AGENCIES WILL BE BILLED FOR COURSE COSTS.	All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.

Agency/Employer Code: _____

Provider No.: _____

Supervisor's Name: (Please Print)

*All registration forms **MUST** be signed by the individual responsible for payment.*

_____
Authorized Signature

PLEASE RETURN FORM TO:
Susan McClain, ITS Education Services
301 N. Lamar Str., Suite 508
Jackson, MS 39201-1495
Phone: (601) 359-6196
Fax: (601) 354-6016
ITS WEB Home Page:
http://www.its.ms.gov

ITS Institute
Student Registration Form

Name Mr./Ms.:		Social Security Number:	
Agency & Division Name:		Office Phone:	Fax Number:
Office Address: (Specify Handmail, if applicable)		Cell Phone:	
City:	State:	Zip:	Email Address:

Course No./Name	Section 1st Choice	Section 2nd Choice	Dates/Times	Course Cost	Materials Needed *
					All None
					All None
					All None
					All None

* Circle All or None. See the current schedule for materials needed for each course.

☐ Bill Non-State Employer

PLEASE DO NOT PREPAY. AGENCIES WILL BE BILLED FOR COURSE COSTS.

Agency/Employer Code: _____

Provider Number: _____

Agency must provide a 3-digit agency code and an 11-digit provider number for billing purposes. This information may be obtained from the SAAS (Statewide Automated accounting System) or the Education Assistant at (601) 359-6196.

☐ Bill Student   ☐ Bill Non-State Agency

All non-state employees and any registrant whose agency is not paying for the course will be billed and must pay tuition and materials BEFORE the class begins.

Billing will be sent to the address given in the Student Information section, unless otherwise specified.

Supervisor Name:		Office Phone:
Supervisor Address: (Specify Handmail, if applicable)		
City:	State:	Zip:	Email Address:

Please Read Carefully Before Signing:

All registration forms MUST be signed by the individual responsible for payment. If the student cancels a vendor-conducted course within thirty (30) days of the first class meeting or an ITS-conducted course within ten (10) days of the first class meeting, the agency/student will be charged the full tuition.

Authorized
Signature: _____   Date: _____

Return form to: ITS Institute, Robert G. Clark, Jr. Bldg., 301 N. Lamar St., Ste. 508, Jackson, Ms 39201-1495 ● Phone: (601) 359-6196 ● Fax: (601) 354-6016
For more information on the ITS Institute, visit the website: http://www.its.ms.gov

Parking Permit
Robert E. Lee
Parking Garage

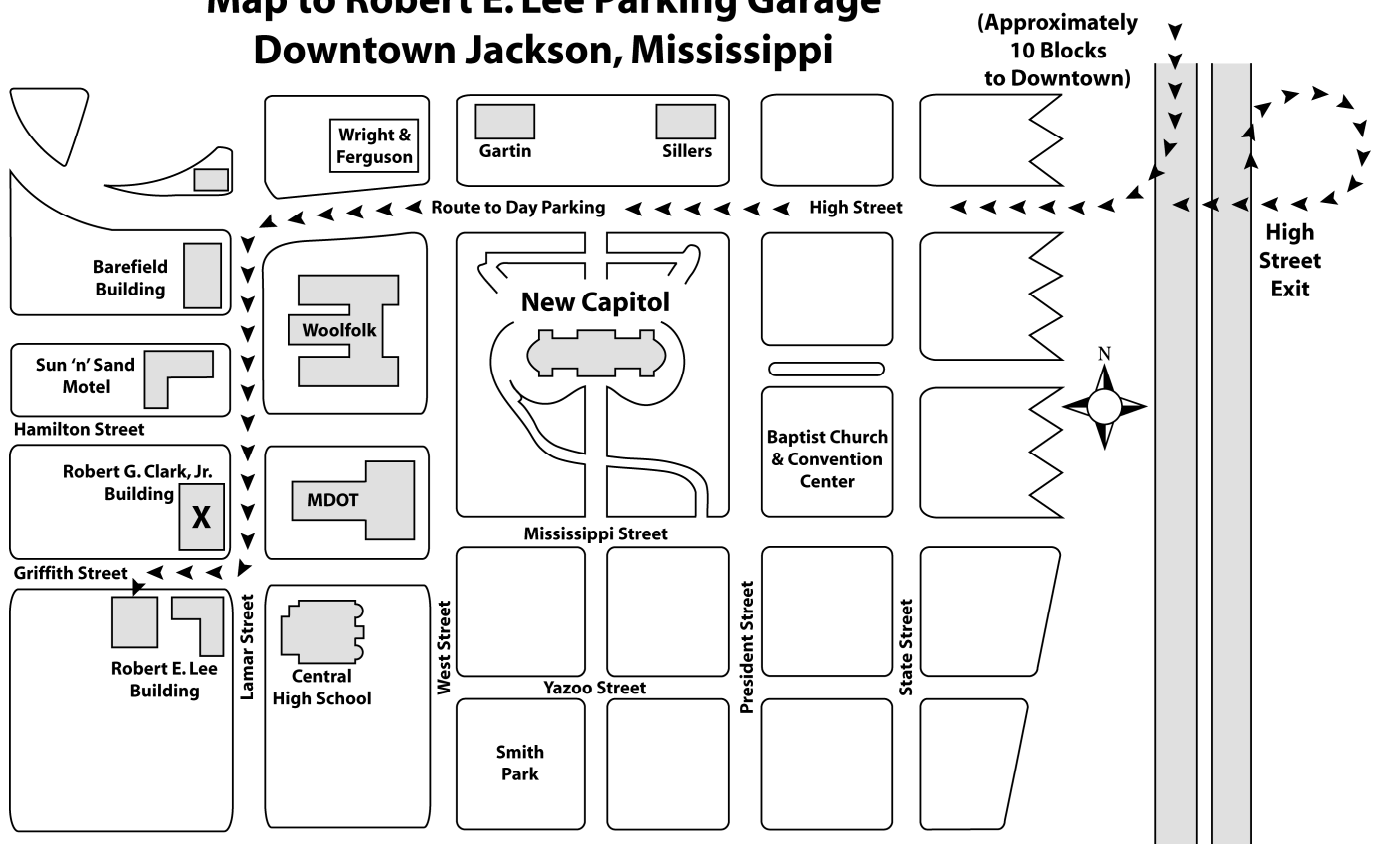Please park on 7th floor and above only.

NAME: _____

DATES: _____

Cut or tear along this line and place top portion on dashboard of car.

- -

Map to Robert E. Lee Parking Garage
Downtown Jackson, Mississippi

(Approximately 10 Blocks to Downtown)

Wright & Ferguson

Gartin

Sillers

◄ ◄ ◄ Route to Day Parking ◄ ◄ ◄ ◄ ◄ ◄   High Street   ◄ ◄ ◄ ◄ ◄ ◄ ◄ ◄ ◄

High Street Exit

Barefield Building

Woolfolk

New Capitol

Sun 'n' Sand Motel

Hamilton Street

N

Robert G. Clark, Jr. Building

X

MDOT

Baptist Church & Convention Center

Mississippi Street

Griffith Street ◄ ◄ ◄

Lamar Street

West Street

President Street

State Street

Robert E. Lee Building

Central High School

Yazoo Street

Smith Park

From North of Jackson: Take I-55 South to High Street Exit. Go west, then follow map above.

From South, East, or West of Jackson: Get on I-20 to I-55 North. Take I-55 North to High Street Exit. Go west, then follow map, above.

Park in parking garage behind Robert E. Lee Building and walk across the street to the FRONT entrance of the Robert G. Clark, Jr. Building.

ITS Contact Information

Executive Director:
David Litchliter
(601) 359-1395
david.litchliter@its.ms.gov

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MISSISSIPPI

Department of Information Technology Services

David Litchliter, Executive Director

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Jackson, Mississippi 39201-1395
Telephone (601) 359-1395
Fax (601) 359-6016
Website: www.its.ms.gov
State Portal: www.mississippi.gov